Invoice Distribution by Account
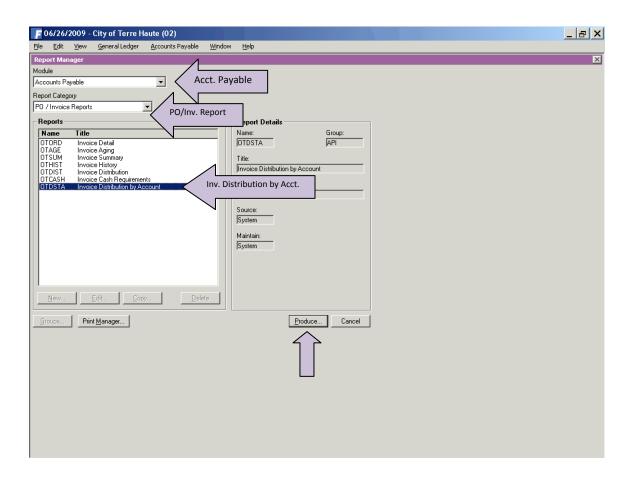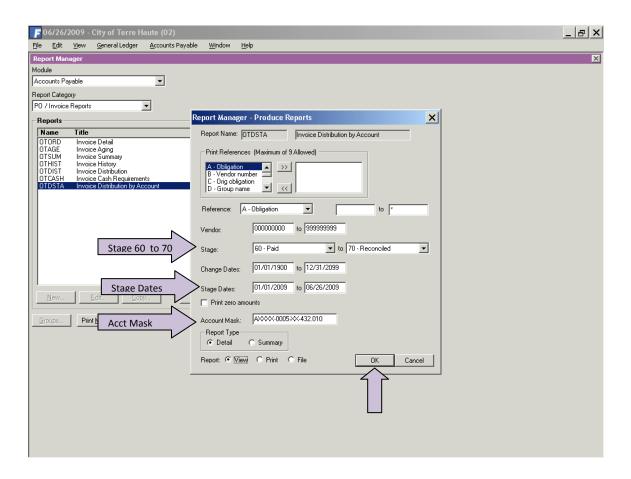## AKA "Account Detail Report"

1. Go to Report Manager
2. Module => Accounts Payable
3. Report Category => PO / Invoice Reports
4. Reports => Invoice Distribution by Account
5. Click the Produce button in the lower right hand corner of the screen

6. Stage => 60 – Paid to 70 – Reconciled. (You must change both!)
7. Stage Dates => 01/01/2009 to the current date.
8. In the Account mask field, enter A (capital A) and then enter your fund / dept. number and the line item (as shown above) that you are inquiring about.
9. Click the Tab button to lock in the account mask.
10. Click OK button to produce the report.

VERY IMPORTANT NOTE TO KEEP IN MIND

Because Fundware works in Stages, the balance on your report may or may not agree with the balance on the budget status report. This is due to 2008 checks being reconciled in 2009. Therefore, some items that were processed in 2008 will show up on your report. To overcome this issue, you will need to know the 1st claim of the year. Stephen can provide this information to you. Add up all items from the 1st claim of the year to the end of the report. Disregard any items prior to the 1st claim. Your total should balance with the line item total on the budget status report for that time frame.

Also, for your information, the 1st claim number for 2009 is 107574.